

Company Travel Itinerary & Budget

Traveler Information

Name	Jane Doe
Department	Sales
Purpose of Trip	Client Meeting & Product Demo
Destination	New York, USA
Dates	June 10, 2024 - June 13, 2024

Itinerary Details

Date	Time	Activity	Location
June 10	09:00	Flight departs	Los Angeles International Airport
June 10	17:00	Hotel Check-in	Midtown Manhattan
June 11	10:00	Client Meeting	ABC Corporation Office
June 12	14:00	Product Presentation	Conference Center
June 13	11:00	Flight Returns	JFK International Airport

Estimated Budget

Expense Item	Description	Estimated Cost (USD)
Airfare	Round-trip flight	600
Accommodation	Hotel (3 nights)	450
Meals	Per diem	180
Local Transportation	Taxis/Uber	100
Miscellaneous	Other expenses	70
Total		1,400

Important Notes

- All expenses should be supported with receipts and comply with company travel policies.
- Notify your manager of any changes to the itinerary as soon as possible.
- Any budget excess requires prior approval from relevant authorities.
- Keep emergency contact information accessible during travel.
- Report travel completion and submit expense claims within 7 business days after return.